

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 35

July 14, 2009

**SUBJECT:** FUEL CREDIT CARDS - REVISED; AND FUEL CREDIT CARD  
EXPENDITURE REPORT, FORM 11.01.01 - ACTIVATED

**PURPOSE:** As a result of the City Controller's audit of the Department fuel usage, it was recommended that the Department update its procedures regarding fuel credit cards. This Order amends the Department's procedures concerning fuel credit cards, activates the Fuel Credit Card Expenditure Report, Form 11.01.01, and expands the required reporting of fuel purchases with a fuel credit card.

**PROCEDURE:** Attached are the Manual Sections regarding the use of Fuel Credit Cards (FCC) that have been revised, with revisions indicated in italics. The responsibility for loaned fuel credit cards is now assigned to Real-Time Analysis and Critical Response Division. The new Fuel Credit Card Expenditure Report will be required when a loaned FCC is obtained, whether the FCC was used or not. Employees assigned a fuel credit card will also be required to complete the FCC report when purchasing premium fuel (vehicles, motorcycles, or other conveyances that require premium fuel are exempt).

**FORM AVAILABILITY:** The Fuel Credit Card Expenditure Report, Form 11.01.01, is available on the Department's Local Area Network. A copy of the form is also attached for immediate use and distribution.

**AMENDMENTS:** This Order adds section 5/11.01.01 to and amends sections 2/470.40, 4/287.10, and 4/287.50 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspection Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

Attachment

DISTRIBUTION "D"

## **287. FUEL CREDIT CARDS.**

**287.10 CHECKING OUT FUEL CREDIT CARDS.** The criteria for issuing either an assigned or loaned fuel credit card are as follows:

- Department business requires an employee to utilize a Department vehicle to travel on an extended trip outside the City; or,
- Specific circumstances that might preempt the use of Department fueling facilities because of a conflict with the employee's assignment; or,
- *The division/employee is assigned a vehicle/motorcycle or other conveyance that requires premium fuel.*

Fuel credit cards shall be issued and controlled by the commanding officer's office/bureau/Area or division commanding officer *to whom the cards have been assigned by Motor Transit Division (MTD).*

Loaned fuel credit cards that are used for extended trips outside the City shall be issued and controlled by the Administrative Unit, *Real-Time Analysis and Critical Response Division (RACR) or the concerned bureau/Area/division.*

**Note:** Upon return of a loaned credit card, *RACR and bureau/Area/division* personnel shall ensure that the employee *submits a Fuel Credit Card Expenditure Report, Form 11.01.01*, and provides receipts for any gasoline obtained, and that the receipts bear the employee's serial number and the license number, shop number, and mileage of the City vehicle.

Requests for additional or replacement fuel credit cards shall be made by forwarding the appropriate correspondence to the *Commanding Officer, MTD.*

**287.50 USE OF FUEL CREDIT CARDS.** Fuel cards shall be used only to purchase *87 Octane (Regular/Unleaded Gasoline), diesel fuel, motor oils, and fluids* for use in City-owned vehicles *(vehicles, motorcycles, or other conveyances that require premium fuel, are exempt).* *No other purchases are authorized.*

**Employee's Responsibility.** Every employee using a Department fuel credit card shall:

- *Submit a Fuel Credit Card Expenditure Report (FCCER), Form 11.01.01, with attached receipt/s (vehicles, motorcycles, or other conveyances that require premium fuel, are exempt);*
- *Submit the FCCER on the employee's next working day. If the employee is traveling or in training, then the form will be submitted when the employee returns to his/her regular work assignment;*
- Obtain fuel from a Department facility whenever possible, unless it would jeopardize his/her assignment when traveling within the City or surrounding areas;
- Purchase only approved items (e.g., *87 Octane* gasoline, diesel fuel, or oil). Gasoline or diesel fuel shall be purchased from self-service pumps when available;

- Obtain a written receipt for all charges made on the credit card;
- Ensure the credit card receipt bears the credit card number, the name and address of the service station from which the supplies were purchased, an itemized list of purchases, quantity of fuel in whole and tenths of gallon, and a legible total cost;
- Place his/her serial number and the license number, shop number, and mileage of the City vehicle on the front side of the credit card receipt; and,
- Submit *the FCCER and receipts* to the Administrative Unit, *RACR, or the concerned bureau/Area/division* when a loaned fuel credit card is used; or,
- Submit receipts to their immediate supervisor when an assigned fuel credit card of a specialized division is used.

**Note:** Employees shall not use the Department fuel credit card for purchasing repairs or servicing of Department vehicles. When an employee experiences mechanical problems outside the City, the employee shall contact the Motor Transport Division watch commander (*during off hours contact Central Garage*) for instructions.

A Department-issued fuel credit card shall only be used by the person to whom it was issued and shall only be used at appropriate service stations. If necessary, fuel may be purchased for more than one vehicle with the same credit card. *However, each transaction and fueling shall always be kept separate. Separate receipts are required and every receipt shall indicate the shop number, vehicle mileage, and gallons purchased for the shop vehicle receiving the fuel.*

**Supervisor's Responsibility.** *Each supervisor shall ensure that a Fuel Credit Card Expenditure Report, Form 11.01.01, was completed, if applicable; and,*

- Ensure each receipt is properly completed *and attached to the Fuel Credit Card Expenditure Report, Form 11.01.01, to verify that the usage was for Department business in a City vehicle; and,*
- Forward *the Fuel Credit Card Expenditure Report, Form 11.01.01, and credit card receipt* to his/her commanding officer.

**Commanding Officer's Responsibility.** Each commanding officer reviewing a *Fuel Credit Card Expenditure Report, Form 11.01.01, shall:*

- Ensure the form and receipts are complete and valid;
- *Forward original form and receipts to Planning and Research Division (PRD) no later than 10 days at the end of each month;*
- *Maintain a copy of the form and receipts for two years; and,*
- Assist in resolving errors or exceptions upon receipt of a credit card use exception report.

**Planning and Research Division's Responsibility.** *Planning and Research Division shall:*

- *Review Fuel Credit Card Expenditure Reports for errors and exceptions;*
- *Maintain a file of approved Fuel Credit Card Expenditure Report; and,*
- *Coordinate with Motor Transport Division to address inappropriate and/or unauthorized charges.*

**Motor Transport Division's Responsibility.** Motor Transport Division shall:

- Review monthly fuel invoices from the credit card company for errors and exceptions;
- Create an exception report, listing purchases other than approved items;
- Submit an exception report to the appropriate commanding officer(s);
- Maintain copies of approved invoices and exception reports; and,
- Forward approved invoices to the Department of General Services, Fuel Services and Environmental Compliance.

**FUEL CREDIT CARD EXPENDITURE REPORT**

Name of Employee	Serial No.	Area/Division	Card Number
Type of Activity (i.e. Patrol, Travel, Training, U.O.) and Destination, if Applicable			

Department policy limits fuel purchases to 87 Octane (Regular/Unleaded Gasoline), diesel fuel, motor oil, and fluids (vehicles requiring premium fuel exempted). **No other purchases are authorized.** In the event of an emergency a MTD supervisor can be reached, during normal business hours, at (213) 485-3495. During off hours, contact Central Garage at (213) 485-6348.

\_\_\_\_\_  
Initials

**Note:** When you swipe the Fuel Credit Card (FCC), you will be asked for the vehicle shop number. If it is a rental, use the code 190 plus your division number. Once the information is verified, the system will prompt the user for an ID number, which is the odometer reading.

**CARD USER RESPONSIBILITIES**

**SUBMIT ALL RECEIPTS.** The FCC user **SHALL PRINT** his/her last name, Serial No., and the shop number of the vehicle on the back of each FCC receipt. If no shop number is available, record the make, model, and license number of the vehicle.

DATE OF PURCHASE	RETAILER	AMOUNT	PRICE PER GALLON	LAST NAME	SERIAL NO.	SHOP NUMBER <small>Note: If no shop number, list license plate or last 5 of VIN.</small>

Total number of receipt(s) submitted: \_\_\_\_\_

**ATTACH RECEIPT(S) HERE**\_\_\_\_\_  
Signature of person using and/or returning FCC\_\_\_\_\_  
Date\_\_\_\_\_  
Area/Division\_\_\_\_\_  
Signature of the commanding officer, Serial No.\_\_\_\_\_  
Date\_\_\_\_\_  
Area/Division\_\_\_\_\_  
Signature of person accepting return of the FCC, Serial No.  
(if applicable)\_\_\_\_\_  
Date\_\_\_\_\_  
Bureau/Area/Division\_\_\_\_\_  
Explain any deviation from policy or other miscellaneous notes.

11.01.01 (04/09)

## FUEL CREDIT CARD EXPENDITURE REPORT

Page \_\_\_\_ of \_\_\_\_

Name of Employee	Serial No.	Area/Division	Card Number
------------------	------------	---------------	-------------

[illegible]